

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

1624-A-1

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Agency DHMH- Medical Care Finance and Compliance Administration	Division/Unit Division of Medical Assistance Recoveries Executive Section
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Item No	Description	Retention
5.	<p>General Correspondence & Administrative Files</p> <p>Subject arrangement of original incoming letters, copies of out-going letters, memoranda, studies reports, directives, policies, and other material related to the administration of the Division of Medical Assistance Recoveries.</p>	<p>5A Directives, policies and other material related to the planning, policy, and development of the Division of Medical Assistance Recoveries retain permanently for eventual transfer to the MD State Archives.</p> <p>5B Retain non-permanent records in office for five (5) years then transfer them to the State Records Center for an additional four (4) years, then destroy those records.</p>

Approved by Department, Agency, or Division Representative,

Date

Signature

Type Name

Title

10/18/95

Greta E. Rolland

Greta E. Rolland

Chief

Schedule Authorized by State Archivist.

Date

Signature

11/9/95

Edward J. [Signature]